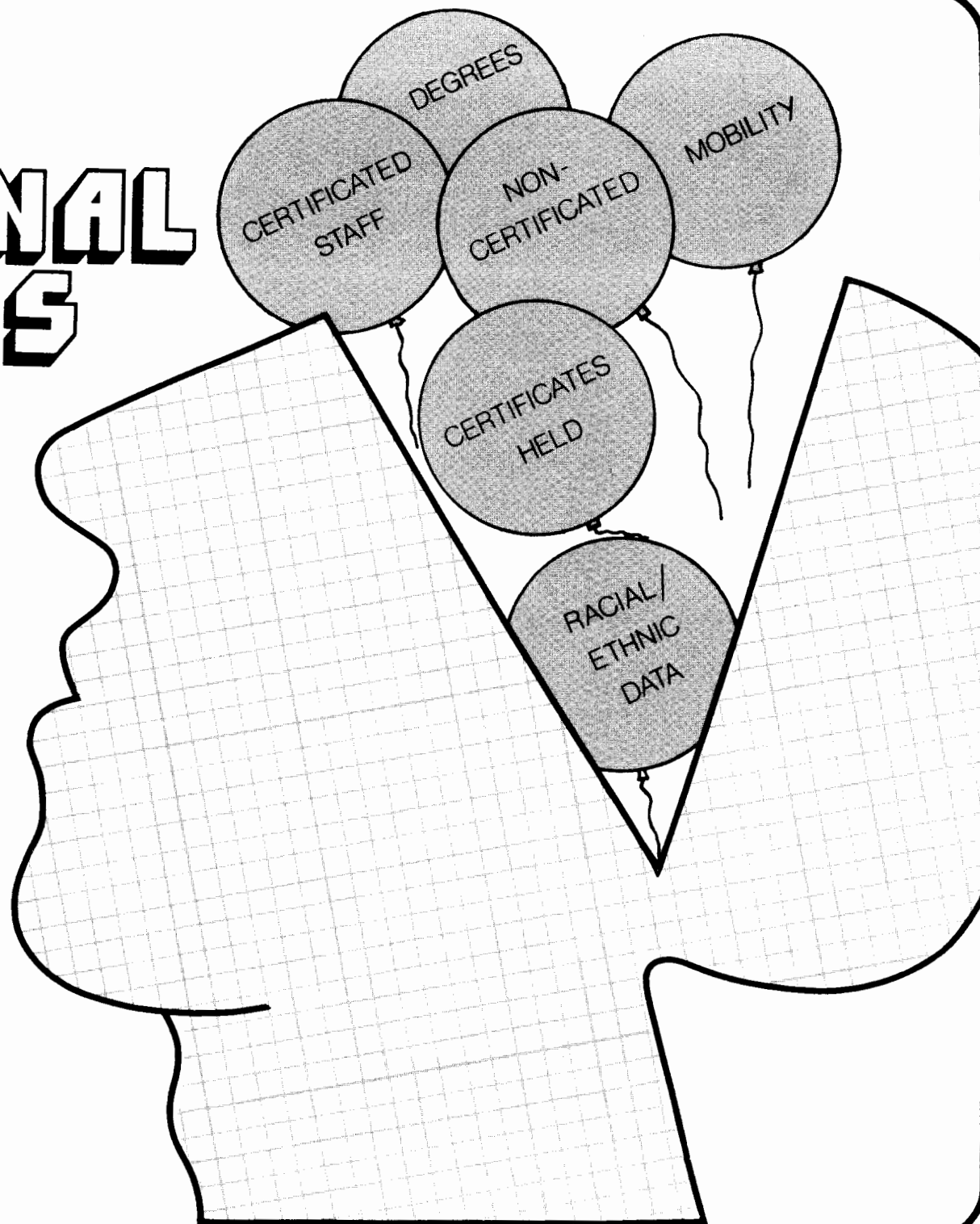


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# VITAL EDUCATIONAL STATISTICS

**1979-80  
VOLUME II**



Office of Management Information  
Division of Operations, Research, and Evaluation  
Fred G. Burke Commissioner  
New Jersey State Department of Education  
August, 1980



VITAL EDUCATIONAL STATISTICS  
1979-80  
VOLUME II

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## PREFACE

The 1979-80 edition of Vital Educational Statistics is the sixth in a series which began in 1974-75. It is the third year of a revised series using data derived from re-designed instruments supported by detailed and illustrated instructions. It is also the second year the publication has been divided into two volumes. A glossary of terms and definitions has been added for the first time in the series.

This publication (Volume II) contains both certificated and non-certificated staff personnel data. The certificated staff data (Section I) deals with staff employed on a full-time and part-time basis; academic degrees held; certificates held; staff mobility; racial/ethnic composition and sex. Certificated staff personnel are those personnel who are required to hold certificates issued by the State Board of Examiners.

The non-certificated staff data (Section II) contains the following: the number of staff employed by professional and non-professional classifications; the number employed in the various support service program areas and the racial/ethnic distribution of full-time personnel. Non-certificated staff are those support service personnel who are not required to hold State (educational) certification from the State Board of Examiners.

The data were collected from school districts and reviewed by the county data analysts before transmittal to the State Department of Education. For a comprehensive overview of the condition of education it is recommended that both Volumes I and II be used as a set. The 1979-80 edition of Volume II contains data that users will identify with the 1980 Census Year.

## ACKNOWLEDGMENTS

Special appreciation is extended to Dr. William Mathis, Dr. Richard Mills, and Dr. Edward Jackowski, former Director of the Office of Management Information for their support and guidance in the development of this publication.

We also want to acknowledge the efforts of the district data analysts who supplied the data and the following county data analysts who organized workshops and coordinated the distribution, collection and edit of the instruments at the county level: John Harris, Atlantic; Armand Palazzi, Bergen; Doreen O'Kane, Burlington; Kenneth Fetter, Camden; Lydia Battendieri, Cape May; William Cervini, Cumberland; Saul Rossien, Essex; William Hall, Gloucester; Joseph Schultz, Hudson; Willa L. Cwik, Hunterdon; Vincent Aquaviva, Mercer; Thomas R. Bowman, Middlesex; Edward A. Miklus, Monmouth; Kay Manson, Morris; Lucille Stellatella, Ocean; Charles Lagos, Passaic; Thomas E. Anderson, Salem; Sal Abitanta, Somerset; Harry Stein, Sussex; Robert deCastro, Union; Daniel Wilson, Warren.

Office of Management Information staff who were responsible for editing the instruments and tables contained in this publication were supervised by Terri Bolla and Elaine Ailey. The typing was done by Marie Novembre. The charts were prepared by Roberta Leichssenring.

Alex Aderer and Judy Zavitkovsky were responsible for developing the many computer runs required to produce the reports generated in support of this publication.

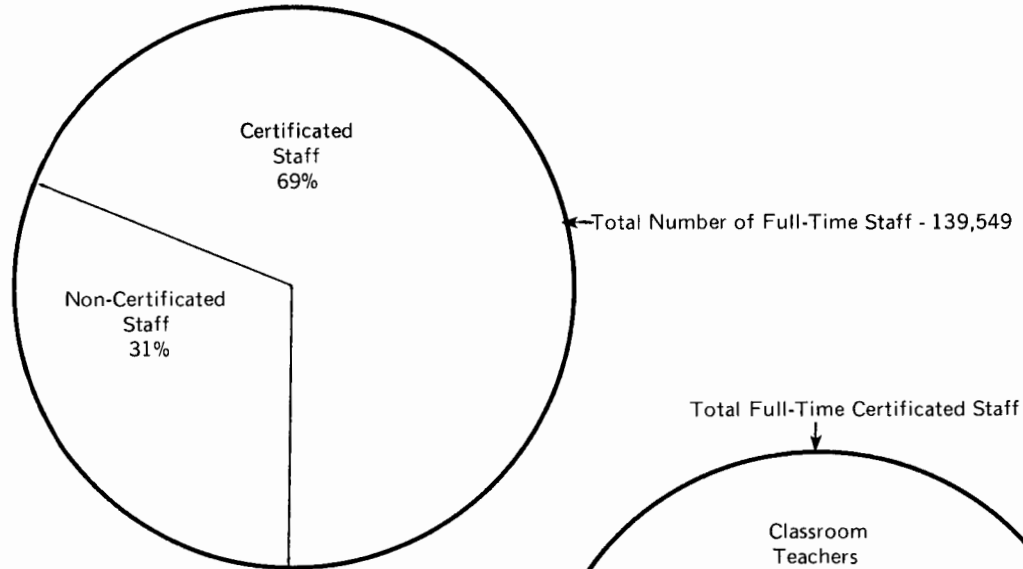
## Table of Contents

	Page
Preface.....	iii
Introduction.....	2
Section I	
Certificated Staff Information.....	3
Table	
I Full-Time and Part-Time Staff Employed in the Public Schools of New Jersey by Major Assignment Category and County.....	7
II Full-Time and Part-Time Certificated Staff Assigned to Elementary School, Secondary School and System-Wide Positions by Type of Position and County.....	8
III Full-Time and Part-Time Certificated Staff Assigned to Elementary Schools by Major Position Assignment Category and County.....	9
IV Full-Time and Part-Time Certificated Staff Assigned to Secondary Schools by Major Position Assignment Category and County.....	10
V Sex, Highest Degree Held, and Certificate Held by Administrators and Supervisors Employed in the Public Schools of New Jersey by County.....	11
VI Sex, Highest Degree Held, and Certificate Held by Classroom Teachers Employed in the Public Schools of New Jersey by County.....	12
VII Sex, Highest Degree Held, and Certificate Held by Special Services Personnel Employed in the Public Schools of New Jersey by County.....	13
VIII Racial/Ethnic Distribution of Full-Time Administrators and Supervisors Employed in New Jersey Public School Districts by County.....	14

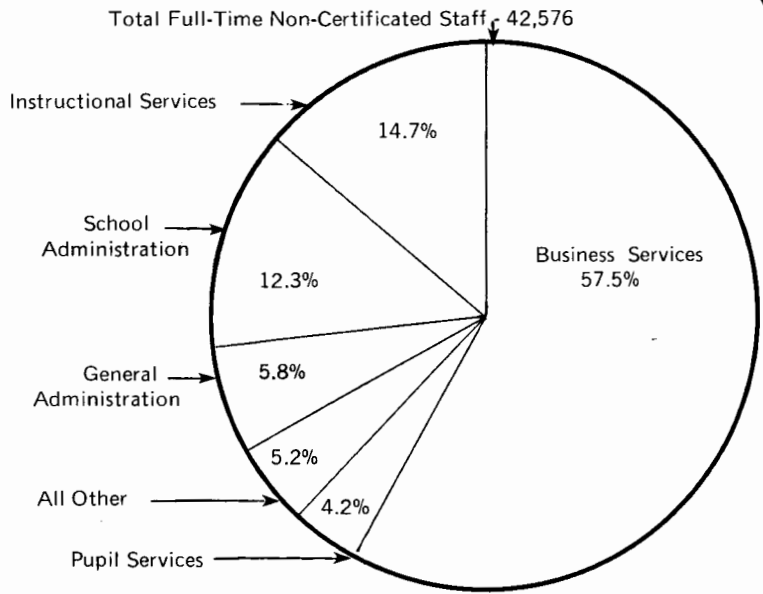
Table	Page
IX	Racial/Ethnic Distribution of Full-Time Classroom Teachers Employed in New Jersey Public School Districts by County..... 15
X	Racial/Ethnic Distribution of Full-Time Special Educational Services Personnel Employed in New Jersey Public School Districts by County..... 16
XI	Certificated Personnel Entering and Leaving New Jersey Public Schools by County and Position..... 17
 Section II	
	Non-Certificated Staff Information..... 18
XII	Full-Time Equivalency of Full-Time Non-Certificated Support Services Personnel, by Program Area and County..... 20
XIII	Racial/Ethnic Distribution and Sex of Full-Time Non-Certificated Support Services Personnel, by County..... 21
XIV	Full-Time Equivalency of All Non-Certificated Support Services Personnel by Program Areas and County..... 22
	Glossary..... 23
 Appendix	
	Survey Instruments from Fall Survey 1979-80..... 26
	Certificated Staff Employed
	Non-Certificated Support Services Personnel Employed



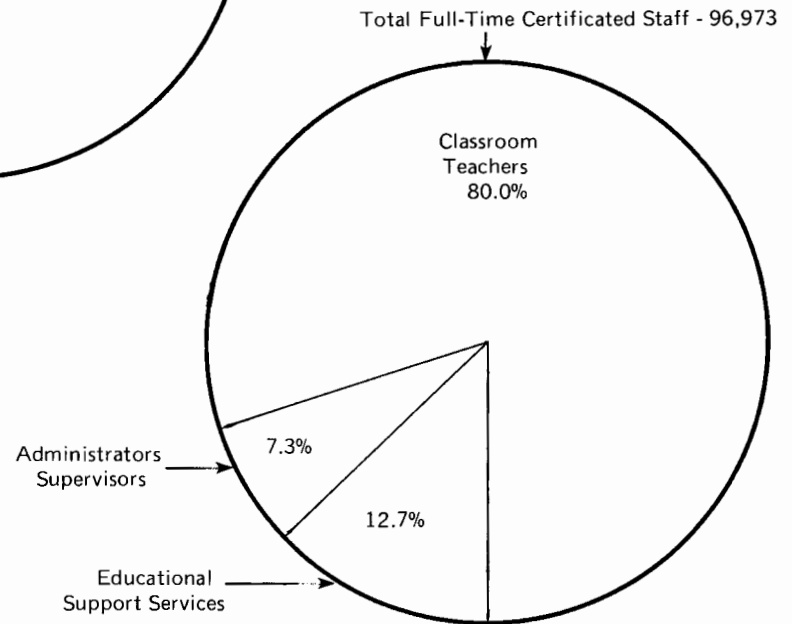
FULL-TIME CERTIFICATED AND NON-CERTIFICATED STAFF PERSONNEL 1979 - 80



(1)



(3)



(2)

## INTRODUCTION

The three charts above (proceeding clockwise) show percentages of full-time certificated and non-certificated staff employed in the public schools and districts of New Jersey.

Chart I shows that approximately 69 percent of the full-time staff are certificated and 30.5 percent are non-certificated.

Chart II shows the percentages of certificated staff in three major categories: classroom teachers 79.8 percent; educational support services 12.7 percent and administrators/supervisors 7.3 percent of the total.

Chart III (reading counter-clockwise) is a division of non-certificated personnel into six categories: business services 57.5 percent; instructional services 14.7 percent; school administration 12.3 percent; general administration 5.8 percent; pupil services 4.2 percent and "all other", consisting of other services, central services and community services amounts to 5.2 percent of the non-certificated staff.

## **SECTION I**

# **CERTIFICATED STAFF INFORMATION**

## CERTIFICATED STAFF INFORMATION

The 11 tables in this section contain data on the certificated staff employed in the public schools of New Jersey on September 28, 1979. The tables are organized to reflect staff employed systemwide by the major position categories: administrators/supervisors; classroom teachers and special educational services personnel. Racial/ethnic data are also provided for the major position categories.

Table I is the basic table in this series. The full-time and part-time certificated staff employed appear in three categories: administrators/supervisors; classroom teachers, and, special educational services personnel. On September 28, 1979 there were 96,973 full-time certificated staff employed in the State. That total was 549 fewer than the number reported last year. Increases were in the following categories: administrators/supervisors 147 and 430 special educational services personnel. The number of classroom teachers decreased by 1,126. The majority of increases in the administrator/supervisor category were due to a certification change that required "department heads" to be classified as subject supervisors.

Increases in the support services personnel area were largely a result of the various State administered Federal Programs authorized by the Elementary and Secondary Education Act of 1965.

Of the 3,440 part-time personnel 1,907 or 55.4 percent were classroom teachers; 1,506 or 43.8 percent were support services personnel and 27 were administrators/supervisors.

Table II shows those certificated staff members who are assigned to either the elementary or secondary level and those who serve in systemwide positions. The latter may include administrators, classroom teachers or special educational support services personnel. In some instances the personnel serving systemwide are identified as "itinerants" or personnel "unclassified" in terms of specific school or educational level. There were 9,936 full-time persons serving systemwide in 1979-80. That was an increase of 446 over 1978-79. There were 860 certificated staff persons serving in part-time positions at the district level.

Table III takes a look at the certificated staff personnel assigned exclusively to elementary schools. The data show that of the 50,473 certificated staff serving the elementary schools 43,669 (86.5 percent) are classroom teachers, 4,474 (8.9 percent) are educational support services personnel, and 2,330 (4.6 percent) are administrators or supervisors.

Compared to last year there was an increase of 108 educational support services personnel serving elementary schools. There was an increase of six (6) administrators or supervisors and a decrease of 700 classroom teachers.

Of the 1,976 elementary school part-time staff, 1,181 or 59.8 percent were classroom teachers; 783 or 39.6 percent were educational support services personnel and 12 were administrators or supervisory personnel.

Table IV reflects full-time certificated staff personnel assigned exclusively to the secondary schools. The data show that of the 36,564 certificated staff serving secondary schools, 30,126 (82.4 percent) are

classroom teachers, 3,825 (10.5 percent) are educational support services personnel, and, 2,613 (7.1 percent) are administrators or supervisors.

Compared to last year there was an increase of 56 educational support services personnel serving secondary schools, an increase of 30 administrators or supervisors, and, a decrease of 495 classroom teachers.

Of the 604 part-time secondary school staff, 448 or 74.2 percent were classroom teachers; 154 or 25.5 percent were educational support services personnel and two (2) were administrator/supervisory personnel.

Table V is the first of three (3) tables dealing with the degree and certificate status of the three major certificated staff categories used in this publication. Each of the three categories: administrators/supervisors, classroom teachers and educational support personnel are also reported by sex.

Approximately 80.8 percent of all administrators and supervisors are male and 19.2 percent are female. Of the 147 increase in administrators and supervisors, over last year, 99 were female and 48 were male.

Approximately 84.8 percent of the administrators or supervisors held the master's degree and 7.9 percent were holders of a doctor's degree. Master's degree holders were up again over last year whereas the holders of the bachelor's degree dropped from 439 to 426, a drop of approximately three (3) percent.

"Regular" certificates were held by 99 percent of the administrators and supervisors in their first or major assignment.

In terms of numbers and percentages, the degree status of administrators and supervisors improved over last year.

Table VI repeats the same data elements as the previous table, however, the data relate to classroom teachers. This year again, an improvement is reported in the degree and certificate status of classroom teachers. Of the classroom teachers, 24,390 (31.5 percent) held the master's degree and 291 (0.4 percent) held the doctor's degree. Both of those categories were up compared to last year. Compared to last year there was a decline in the number of classroom teachers without a degree. Teachers without degrees are primarily those serving in areas where experience, in lieu of formal education, is one of the qualifying prerequisites to employment.

The number of classroom teachers reported as having no certificate in the first or major assignment decreased from 313 in 1978-79 to 312 in 1979-80.

Approximately 64.0 percent of the classroom teachers are female and 36.0 percent are male. Compared to last year there was a decrease of 655 male classroom teachers and a decrease of 471 female teachers.

Table VII is the last of the series reporting on the degree and certificate status of certificated personnel. This table reports on the educational support services personnel, a category that has been on the increase over the past decade. The increase of 430 over last year brought the total number to 12,421 as of September 28, 1979.

The special educational support services group described in this table includes such titles as librarian, nurse, psychologist, counselor, remedial instructor, etc. Females constitute 74.7 percent of the educational support services group. Males account for 25.3 percent of the total support services group.

Table VIII is the first of three tables reporting on the racial/ethnic composition of certificated staff. Of the administrators and supervisors serving full time, 6,465 (90.9 percent) were White, 580 (8.2 percent) were Black and 56 (0.8 percent) were Hispanic. Compared to last year there were increases in each of the major racial/ethnic categories as well as a percentage increase in the "minority" group.

Table IX reports on the racial/ethnic distribution of classroom teachers. Of the 77,443 classroom teachers employed full-time 69,280 (89.5 percent) were White, 6,887 (8.9 percent) were Black, 1,051 (1.4 percent) were Hispanic, 201 (0.3 percent) were Asian or Pacific Islander and 24 were American Indian or Alaskan Native. Compared to last year there was an increase of 0.2 percent in the group classified as "minority".

Table X is the last of three tables reporting on the racial/ethnic characteristics of certificated staff. In this table, the educational support services group is reported by racial/ethnic categories: 11,114

(89.5 percent) were White, 1,095 (8.8 percent) Black, 161 (1.3 percent) were Hispanic and there were 51 full-time personnel in the two remaining categories. The minority group is 10.5 percent of the total. That represents an increase over the percentage reported last year.

Table XI summarizes the mobility characteristics of full-time certificated staff including the three major categories: administrators and supervisors, classroom teachers, and special educational support services personnel. Statewide the data again show more certificated staff "leaving" than "entering". Of the three major categories, only the educational support services group shows a larger number entering than those leaving.

The terms "entering" and "leaving" are a composite of approximately 21 coded explanations (reasons) supplied to respondents to facilitate identification of sources of staff supply, and, the destination of those who either transfer from school to school, resign, retire, or accept employment in non-teaching positions etc.

Statewide, the mobility rates for 1978-79 were the highest in the last three years. As in the past three years the mobility rates were highest for the educational support services group, followed by classroom teachers and administrators/supervisors respectively. The mobility rate for total certificated staff leavers exceeded the 1978-79 rate by approximately 1.0 percent, and, the entering rate for total certificated staff exceeded the 1978-79 rate by four tenths of one percent.

TABLE I  
 FULL-TIME AND PART-TIME STAFF EMPLOYED IN THE  
 PUBLIC SCHOOLS OF NEW JERSEY  
 BY COUNTY AND MAJOR ASSIGNMENT CATEGORY  
 SEPTEMBER 28, 1979

COUNTY	CERTIFICATED STAFF								PERCENT OF TOTAL CERTIFICATED STAFF	
	ADMINISTRATORS AND SUPERVISORS		CLASSROOM TEACHERS		EDUCATIONAL SUPPORT SERVICES		TOTAL		FULL-TIME	PART-TIME
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Atlantic	223		2,023	44	381	26	2,627	70	2.7	2.0
Bergen	802	8	8,372	325	1,366	207	10,540	540	11.0	15.7
Burlington	342	1	4,255	78	523	124	5,120	203	5.3	5.9
Camden	464	2	5,037	68	830	68	6,331	138	6.5	4.0
Cape May	66		791	30	147	22	1,004	52	1.0	1.5
Cumberland	134		1,635	10	255	12	2,024	22	2.1	0.6
Essex	861		8,418	163	1,415	104	10,694	267	11.0	7.8
Gloucester	179	2	2,281	32	355	58	2,815	92	2.9	2.7
Hudson	373	1	4,761	14	711	15	5,845	30	6.0	0.9
Hunterdon	94		1,123	63	163	69	1,380	132	1.4	3.8
Mercer	292		3,006	72	524	82	3,822	154	3.9	4.5
Middlesex	577	1	6,546	223	1,028	74	8,151	298	8.4	8.7
Monmouth	540	1	5,867	193	804	157	7,211	351	7.4	10.2
Morris	485	7	4,846	197	794	180	6,125	384	6.3	11.1
Ocean	316	2	3,409	71	544	60	4,269	133	4.4	3.9
Passaic	363		4,363	32	743	56	5,469	88	5.6	2.6
Salem	96		827	17	137	13	1,060	30	1.1	0.9
Somerset	240		2,435	95	403	43	3,078	138	3.2	4.0
Sussex	125		1,466	54	221	31	1,812	85	1.9	2.5
Union	469	2	4,988	77	927	46	6,384	125	6.6	3.6
Warren	69		994	49	150	59	1,212	108	1.3	3.1
<b>TOTAL</b>	<b>7,109</b>	<b>27</b>	<b>77,443</b>	<b>1,907</b>	<b>12,421</b>	<b>1,506</b>	<b>96,973</b>	<b>3,440</b>	<b>100.0</b>	<b>100.0</b>
<b>PERCENT</b>	<b>7.3</b>	<b>0.8</b>	<b>79.9</b>	<b>55.4</b>	<b>12.8</b>	<b>43.8</b>				

TABLE II

FULL-TIME AND PART-TIME CERTIFICATED STAFF ASSIGNED TO  
ELEMENTARY SCHOOL, SECONDARY SCHOOL AND  
SYSTEM-WIDE POSITIONS  
BY COUNTY AND TYPE OF POSITION  
SEPTEMBER 28, 1979

COUNTY	CERTIFICATED STAFF ASSIGNED						TOTAL FULL-TIME CERTIFICATED STAFF	
	ELEMENTARY SCHOOLS		SECONDARY SCHOOLS		SYSTEM-WIDE POSITIONS		FULL-TIME	PART-TIME
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Atlantic	1,556	38	745	17	326	15	2,627	70
Bergen	5,011	286	4,365	132	1,164	122	10,540	540
Burlington	2,749	126	1,948	13	423	64	5,120	203
Camden	3,268	71	2,442	28	621	39	6,331	138
Cape May	593	44	356	1	55	7	1,004	52
Cumberland	1,163	15	658	1	203	6	2,024	22
Essex	5,560	96	3,899	35	1,235	136	10,694	267
Gloucester	1,346	54	1,203	17	266	21	2,815	92
Hudson	3,505	16	1,892	4	448	10	5,845	30
Hunterdon	809	107	519	10	52	15	1,380	132
Mercer	1,879	111	1,470	19	473	24	3,822	154
Middlesex	3,695	138	3,465	82	991	78	8,151	298
Monmouth	3,799	220	2,749	76	663	55	7,211	351
Morris	3,511	238	2,060	42	554	104	6,125	384
Ocean	2,405	101	1,589	11	275	21	4,269	133
Passaic	3,016	29	1,794	8	659	51	5,469	88
Salem	554	21	403	5	103	4	1,060	30
Somerset	1,444	75	1,292	37	342	26	3,078	138
Sussex	1,041	62	677	18	94	5	1,812	85
Union	2,905	59	2,585	39	894	27	6,384	125
Warren	664	69	453	9	95	30	1,212	108
<b>TOTAL</b>	<b>50,473</b>	<b>1,976</b>	<b>36,564</b>	<b>604</b>	<b>9,936</b>	<b>860</b>	<b>96,973</b>	<b>3,440</b>
<b>Percent of Certificated Staff Assigned</b>	<b>52.0</b>	<b>57.4</b>	<b>37.7</b>	<b>17.6</b>	<b>10.3</b>	<b>25.0</b>	<b>100.0</b>	<b>100.0</b>

**FULL-TIME AND PART-TIME CERTIFICATED STAFF ASSIGNED  
TO ELEMENTARY SCHOOLS BY  
MAJOR POSITION ASSIGNMENT CATEGORY AND  
COUNTY  
SEPTEMBER 28, 1979**

COUNTY	MAJOR ELEMENTARY SCHOOL ASSIGNMENT CATEGORY						TOTAL ELEMENTARY CERTIFICATED STAFF		PERCENT OF TOTAL ELEMENTARY CERTIFICATED STAFF	
	ADMINISTRATORS AND SUPERVISORS		CLASSROOM TEACHERS		EDUCATIONAL SUPPORT SERVICES		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Atlantic	68		1,337	24	151	14	1,556	38	3.1	1.9
Bergen	254	4	4,304	193	453	89	5,011	286	9.9	14.5
Burlington	119		2,451	53	179	73	2,749	126	5.4	6.4
Camden	141		2,825	35	302	36	3,268	71	6.5	3.6
Cape May	28		488	26	77	18	593	44	1.2	2.2
Cumberland	48		996	9	119	6	1,163	15	2.3	0.8
Essex	316		4,821	67	423	29	5,560	96	11.0	4.9
Gloucester	56	1	1,185	21	105	32	1,346	54	2.7	2.7
Hudson	147		3,031	8	327	8	3,505	16	6.9	0.8
Hunterdon	37		689	55	83	52	809	107	1.6	5.4
Mercer	87		1,637	47	155	64	1,879	111	3.7	5.6
Middlesex	163		3,258	122	274	16	3,695	138	7.3	7.0
Monmouth	161	1	3,327	122	311	97	3,799	220	7.5	11.1
Morris	157	3	2,996	137	358	98	3,511	238	6.9	12.0
Ocean	103	2	2,046	60	256	39	2,405	101	4.8	5.1
Passaic	144		2,611	27	261	2	3,016	29	6.0	1.5
Salem	25		481	11	48	10	554	21	1.1	1.1
Somerset	65		1,238	54	141	21	1,444	75	2.9	3.8
Sussex	41		884	40	116	22	1,041	62	2.1	3.1
Union	144	1	2,485	39	276	19	2,905	59	5.8	3.0
Warren	26		579	31	59	38	664	69	1.3	3.5
<b>TOTAL</b>	<b>2,330</b>	<b>12</b>	<b>43,669</b>	<b>1,181</b>	<b>4,474</b>	<b>783</b>	<b>50,473</b>	<b>1,976</b>	<b>100.0</b>	<b>100.0</b>
<b>Percent of Elementary Certificated Staff</b>	<b>4.6</b>	<b>0.6</b>	<b>86.5</b>	<b>59.8</b>	<b>8.9</b>	<b>39.6</b>	<b>100.0</b>	<b>100.0</b>		

**FULL-TIME AND PART-TIME CERTIFICATED STAFF ASSIGNED  
TO SECONDARY SCHOOLS BY MAJOR  
POSITION ASSIGNMENT, CATEGORY AND COUNTY  
SEPTEMBER 28, 1979**

COUNTY	MAJOR SECONDARY SCHOOL ASSIGNMENT CATEGORY						TOTAL SECONDARY CERTIFICATED STAFF		PERCENT OF TOTAL SECONDARY CERTIFICATED STAFF	
	ADMINISTRATORS AND SUPERVISORS		CLASSROOM TEACHERS		EDUCATIONAL SUPPORT SERVICES		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Atlantic	71		591	14	83	3	745	17	2.0	2.8
Bergen	301		3,614	94	450	38	4,365	132	11.9	21.8
Burlington	124		1,642	4	182	9	1,948	13	5.3	2.1
Camden	174	1	1,997	18	271	9	2,442	28	6.7	4.6
Cape May	22		299	1	35		356	1	1.0	0.2
Cumberland	45		564	1	49		658	1	1.8	0.2
Essex	300		3,183	32	416	3	3,899	35	10.7	5.8
Gloucester	72		1,005	6	126	11	1,203	17	3.3	2.8
Hudson	123	1	1,554	3	215		1,892	4	5.2	0.7
Hunterdon	38		420	6	61	4	519	10	1.4	1.7
Mercer	93		1,213	17	164	2	1,470	19	4.0	3.1
Middlesex	220		2,885	73	360	9	3,465	82	9.5	13.6
Monmouth	221		2,292	52	236	24	2,749	76	7.5	12.6
Morris	190		1,665	33	205	9	2,060	42	5.6	7.0
Ocean	123		1,308	6	158	5	1,589	11	4.4	1.8
Passaic	128		1,458	3	208	5	1,794	8	4.9	1.3
Salem	38		313	5	52		403	5	1.1	0.8
Somerset	95		1,061	33	136	4	1,292	37	3.5	6.1
Sussex	59		542	12	76	6	677	18	1.9	3.0
Union	150		2,140	31	295	8	2,585	39	7.1	6.5
Warren	26		380	4	47	5	453	9	1.2	1.5
<b>TOTAL</b>	2,613	2	30,126	448	3,825	154	36,564	604	100.0	100.0
<b>Percent of Secondary Certificated Staff</b>	7.1	0.3	82.4	74.2	10.5	25.5	100.0	100.0		

**SEX, HIGHEST DEGREE HELD AND CERTIFICATE HELD BY  
ADMINISTRATORS AND SUPERVISORS EMPLOYED IN THE  
PUBLIC SCHOOLS OF NEW JERSEY  
BY COUNTY  
SEPTEMBER 28, 1979**

COUNTY	SEX				TOTAL NUMBER	NUMBER BY												
	MALE		FEMALE			HIGHEST DEGREE HELD					CERTIFICATE HELD							
	NUMBER	PER- CENT	NUMBER	PER- CENT		NONE	BACH- ELORS	MASTERS	DOC- TORS	OTHER	REGULAR	PROVI- SIONAL	EMER- GENCY	TEMPO- RARY	INTERN	Part Time Voc.	NONE	
	1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17
Atlantic	186	83.4	37	16.6	223	1	22	179	19	2	219	1						3
Bergen	671	83.7	131	16.3	802	10	36	675	72	9	791	3						8
Burlington	297	86.8	45	13.2	342	2	21	299	19	1	342							
Camden	375	80.8	89	19.2	464	5	73	354	32		461		1					2
Cape May	55	83.3	11	16.7	66		3	60	3		66							
Cumberland	106	79.1	28	20.9	134		8	119	7		134							
Essex	651	75.6	210	24.4	861	4	47	732	77	1	850	2						9
Gloucester	149	83.2	30	16.8	179	4	15	146	14		177		2					
Hudson	276	74.0	97	26.0	373	4	28	320	19	2	364							9
Hunterdon	81	86.2	13	13.8	94	1	2	83	7	1	94							
Mercer	216	74.0	76	26.0	292		14	244	31	3	292							
Middlesex	462	80.1	115	19.9	577		20	492	55	10	569		1					7
Monmouth	438	81.1	102	18.9	540	7	28	464	39	2	536							4
Morris	419	86.4	66	13.6	485	5	22	422	36		481	1						3
Ocean	264	83.5	52	16.5	316	3	19	282	11	1	312	1	1					2
Passaic	268	73.8	95	26.2	363	3	16	319	22	3	358							5
Salem	76	79.2	20	20.8	96	1	13	78	4		96							
Somerset	198	82.5	42	17.5	240	1	11	195	31	2	239							1
Sussex	114	91.2	11	8.8	125	2	7	104	11	1	124			1				
Union	380	81.0	89	19.0	469	2	14	401	50	2	467							2
Warren	62	91.2	6	8.8	68		7	58	3		64	1	1					2
<b>TOTAL</b>	5,744	80.8	1,365	19.2	7,109	55	426	6,026	562	40	7,036	9	6	1				57
						<b>PERCENT</b>	0.8	6.0	84.8	7.9	0.5	99.0	0.1	0.1				0.8

**SEX, HIGHEST DEGREE HELD AND CERTIFICATE HELD BY  
CLASSROOM TEACHERS EMPLOYED IN THE  
PUBLIC SCHOOLS OF NEW JERSEY  
BY COUNTY  
SEPTEMBER 28, 1979**

COUNTY	SEX				TOTAL NUMBER	NUMBER BY											
	MALE		FEMALE			HIGHEST DEGREE HELD					CERTIFICATE HELD						
	NUMBER	PER- CENT	NUMBER	PER- CENT		NONE	BACH- ELOHS	MASTERS	DOC- TORS	OTHER	REGULAR	PROVI- SIONAL	EMER- GENCY	TEMPO- RARY	INTERN	Part Time Voc.	NONE
	(2)	(3)	(4)	(5)		(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Atlantic	701	34.7	1,322	65.3	2,023	33	1,646	343	1		1,982	5	22	1			13
Bergen	3,264	39.0	5,108	61.0	8,372	98	4,176	4,031	61	6	8,308	21	26	7			10
Burlington	1,529	35.9	2,726	64.1	4,255	46	3,131	1,066	8	4	4,217	3	29	1			5
Camden	1,845	36.6	3,192	63.4	5,037	119	3,784	1,106	15	13	4,884	18	54	35	4	1	41
Cape May	325	41.1	466	58.9	791	39	609	142	1		751	2	29			1	8
Cumberland	559	34.2	1,076	65.8	1,635	37	1,317	280		1	1,567	15	10	2	29		12
Essex	2,810	33.4	5,608	66.6	8,418	74	5,334	2,937	68	5	8,203	132	31	11	4		37
Gloucester	874	38.3	1,407	61.7	2,281	29	1,774	468	8	2	2,264	4	12	1			
Hudson	1,579	33.2	3,182	66.8	4,761	92	3,340	1,310	13	6	4,638	50	52	1	1		19
Hunterdon	446	39.7	677	60.3	1,123	8	784	328	2	1	1,117	4	2				
Mercer	993	33.0	2,013	67.0	3,006	40	2,072	878	11	5	2,965	30	9	1			1
Middlesex	2,358	36.0	4,188	64.0	6,546	89	4,015	2,404	34	4	6,448	37	35	6		1	19
Monmouth	2,110	36.0	3,757	64.0	5,867	53	4,139	1,660	12	3	5,814	15	12				26
Morris	1,762	36.4	3,084	63.6	4,846	37	3,078	1,721	9	1	4,791	8	9	16			22
Ocean	1,301	38.2	2,108	61.8	3,409	47	2,537	816	7	2	3,383	2	7	5			12
Passaic	1,408	32.3	2,955	67.7	4,363	54	3,024	1,275	8	2	4,315	13	23		1	2	9
Salem	307	37.1	520	62.9	827	17	691	117	1	1	811	3	8				5
Somerset	923	37.9	1,512	62.1	2,435	16	1,490	915	9	5	2,423	2	1				9
Sussex	597	40.7	869	59.3	1,466	18	1,028	415	4	1	1,458	3	4				1
Union	1,769	35.5	3,219	64.5	4,988	53	2,958	1,955	17	5	4,911	15	8	4			50
Warren	401	40.3	593	59.7	994	15	753	223	2	1	963	9	9				13
<b>TOTAL</b>	<b>27,861</b>	<b>36.0</b>	<b>49,582</b>	<b>64.0</b>	<b>77,443</b>	<b>1,014</b>	<b>51,680</b>	<b>24,390</b>	<b>291</b>	<b>68</b>	<b>76,213</b>	<b>391</b>	<b>392</b>	<b>91</b>	<b>39</b>	<b>5</b>	<b>312</b>
				<b>PERCENT</b>		<b>1.3</b>	<b>66.7</b>	<b>31.5</b>	<b>0.4</b>	<b>0.1</b>	<b>98.4</b>	<b>0.5</b>	<b>0.5</b>	<b>0.1</b>	<b>0.1</b>	<b>0.0</b>	<b>0.4</b>

SEX, HIGHEST DEGREE HELD AND CERTIFICATE HELD BY  
SPECIAL SERVICES PERSONNEL EMPLOYED IN THE  
PUBLIC SCHOOLS OF NEW JERSEY  
BY COUNTY  
SEPTEMBER 28, 1979

COUNTY	SEX				TOTAL NUMBER	NUMBER BY											
	MALE		FEMALE			HIGHEST DEGREE HELD					CERTIFICATE HELD						
	NUMBER	PER- CENT	NUMBER	PER- CENT		NONE	BACH- ELORS	MASTERS	DOC- TORS	OTHER	REGULAR	PROVI- SIONAL	EMER- GENCY	TEMPO- RARY	INTERN	Part Time Voc.	NONE
	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Atlantic	83	21.8	298	78.2	381	25	185	162	3	6	368	4	2				7
Bergen	347	25.4	1,019	74.6	1,366	28	401	890	39	8	1,350	8	3	1			4
Burlington	137	26.2	386	73.8	523	15	178	314	13	3	512	11					
Camden	222	26.7	608	73.3	830	15	329	461	17	8	805	12		2			11
Cape May	41	27.9	106	72.1	147	12	75	56	2	2	140	2	2	1			2
Cumberland	59	23.1	196	76.9	255	9	130	114	2	2	249	2	2		1		1
Essex	322	22.8	1,093	77.2	1,415	24	489	858	38	6	1,374	29	2	3	1		6
Gloucester	87	24.5	268	75.5	355	15	166	170	4		343	8	3	1			
Hudson	207	29.1	504	70.9	711	28	298	374	5	6	698	5	1		1		6
Hunterdon	39	23.9	124	76.1	163	8	67	85	2	1	160	2	1				
Mercer	125	23.9	399	76.1	524	27	184	296	15	2	521	2					1
Middlesex	260	25.3	768	74.7	1,028	21	337	638	19	13	1,018	3	1				6
Monmouth	197	24.5	607	75.5	804	41	284	450	18	11	793	7		1			3
Morris	202	25.4	592	74.6	794	39	242	490	19	4	783	3		4			4
Ocean	161	29.6	383	70.4	544	25	217	291	5	6	536	8					
Passaic	188	25.3	555	74.7	743	29	297	398	10	9	733	5					5
Salem	42	30.7	95	69.3	137	4	68	64		1	133	2					2
Somerset	101	25.1	302	74.9	403	6	120	266	11		395	4					4
Sussex	56	25.3	165	74.7	221	8	113	96		4	219	2					
Union	235	25.4	692	74.6	927	18	364	529	14	2	914	6					7
Warren	35	23.3	115	76.7	150	4	71	69		6	144	6					
<b>TOTAL</b>	3,146	25.3	9,275	74.7	12,421	401	4,615	7,071	234	100	12,188	131	17	13	3		69
						<b>PERCENT</b>	3.2	37.2	56.9	1.9	0.8	98.1	1.1	0.1	0.1	0.0	0.6

**RACIAL/ETHNIC DISTRIBUTION OF FULL TIME  
ADMINISTRATORS AND SUPERVISORS EMPLOYED IN  
NEW JERSEY PUBLIC SCHOOL DISTRICTS  
BY COUNTY  
SEPTEMBER 28, 1979**

COUNTY	WHITE*		BLACK*		HISPANIC		AMERICAN INDIAN/ ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		TOTAL ADMIN./ SUPERVISORS EMPLOYED	MINORITY** ADMIN./ SUPVR. AS % OF COUNTY TOTAL
	ADMIN./ SUPVR. EMPLOYED	% of Total Admin./ Supvr. in County	ADMIN./ SUPVR. EMPLOYED	% of Total Admin./ Supvr. in County	ADMIN./ SUPVR. EMPLOYED	% of Total Admin./ Supvr. in County	ADMIN./ SUPVR. EMPLOYED	% of Total Admin./ Supvr. in County	ADMIN./ SUPVR. EMPLOYED	% of Total Admin./ Supvr. in County		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Atlantic	190	85.2	31	13.9	2	0.9					223	14.8
Bergen	779	97.1	20	2.5	2	0.2			1	0.1	802	2.9
Burlington	321	93.9	21	6.1							342	6.1
Camden	404	87.1	57	12.3	3	0.6					464	12.9
Cape May	62	93.9	4	6.1							66	6.1
Cumberland	116	86.6	17	12.7	1	0.7					134	13.4
Essex	648	75.3	197	22.9	13	1.5	1	0.1	2	0.2	861	24.7
Gloucester	172	96.1	7	3.9							179	3.9
Hudson	338	90.6	29	7.8	6	1.6					373	9.4
Hunterdon	94	100.0									94	0.0
Mercer	242	82.9	46	15.8	4	1.4					292	17.1
Middlesex	548	95.0	25	4.3	4	0.7					577	5.0
Monmouth	505	93.5	27	5.0	7	1.3			1	0.2	540	6.5
Morris	479	98.8	5	1.0	1	0.2					485	1.2
Ocean	311	98.4	3	0.9	2	0.6					316	1.6
Passaic	322	88.7	36	9.9	4	1.1			1	0.3	363	11.3
Salem	89	92.7	4	4.2	3	3.1					96	7.3
Somerset	233	97.1	6	2.5	1	0.4					240	2.9
Sussex	125	100.0									125	0.0
Union	419	89.3	45	9.6	3	0.6	1	0.2	1	0.2	469	10.7
Warren	68	100.0									68	0.0
Total	6,465	90.9	580	8.2	56	0.8	2	0.0	6	0.1	7,109	9.1

\*Not of Hispanic Origin

\*\*% County Minority Enrollment = Columns 4, 6, 8, and 10  
Divided by Column 12

**RACIAL/ETHNIC DISTRIBUTION OF FULL TIME  
CLASSROOM TEACHERS EMPLOYED IN  
NEWJERSEY PUBLIC SCHOOL DISTRICTS  
BY COUNTY  
SEPTEMBER 28, 1979**

COUNTY	WHITE*		BLACK*		HISPANIC		AMERICAN INDIAN/ ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		TOTAL CLASSROOM TEACHERS EMPLOYED	MINORITY** CLASSROOM TEACHERS AS % OF COUNTY TOTAL
	CLASSROOM TEACHERS EMPLOYED	% of Total Classroom Teachers In County	CLASSROOM TEACHERS EMPLOYED	% of Total Classroom Teachers In County	CLASSROOM TEACHERS EMPLOYED	% of Total Classroom Teachers In County	CLASSROOM TEACHERS EMPLOYED	% of Total Classroom Teachers In County	CLASSROOM TEACHERS EMPLOYED	% of Total Classroom Teachers In County		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Atlantic	1,716	84.8	280	13.8	19	0.9	2	0.1	6	0.3	2,023	15.2
Bergen	8,092	96.7	206	2.5	45	0.5	2	0.0	27	0.3	8,372	3.3
Burlington	3,864	90.8	369	8.7	12	0.3	2	0.0	8	0.2	4,255	9.2
Camden	4,266	84.7	692	13.7	66	1.3	2	0.0	11	0.2	5,037	15.3
Cape May	757	95.7	30	3.8	3	0.4			1	0.1	791	4.3
Cumberland	1,472	90.0	126	7.7	26	1.6	2	0.1	9	0.6	1,635	10.0
Essex	5,851	69.5	2,309	27.4	223	2.6	1	0.0	34	0.4	8,418	30.5
Gloucester	2,159	94.7	116	5.1	3	0.1	1	0.0	2	0.1	2,281	5.3
Hudson	4,103	86.2	394	8.3	246	5.2	2	0.0	16	0.3	4,761	13.8
Hunterdon	1,117	99.5	4	0.4	1	0.1			1	0.1	1,123	0.5
Mercer	2,439	81.1	519	17.3	38	1.3	2	0.1	8	0.3	3,006	18.9
Middlesex	6,147	93.9	287	4.4	98	1.5	1	0.0	13	0.2	6,546	6.1
Monmouth	5,473	93.3	336	5.7	33	0.6	1	0.0	24	0.4	5,867	6.7
Morris	4,749	98.0	63	1.3	23	0.5	1	0.0	10	0.2	4,846	2.0
Ocean	3,309	97.1	71	2.1	23	0.7	3	0.1	3	0.1	3,409	2.9
Passaic	3,786	86.8	465	10.7	103	2.4			9	0.2	4,363	13.2
Salem	752	90.9	70	8.5	3	0.4	1	0.1	1	0.1	827	9.1
Somerset	2,368	97.2	57	2.3	7	0.3	1	0.0	2	0.1	2,435	2.8
Sussex	1,463	99.8	1	0.1	2	0.1					1,466	0.2
Union	4,411	88.4	485	9.7	76	1.5			16	0.3	4,988	11.6
Warren	986	99.2	7	0.7	1	0.1					994	0.8
Total	69,280	89.5	6,887	8.9	1,051	1.4	24	0.0	201	0.3	77,443	10.5

\*Not of Hispanic Origin

\*\*% County Minority Enrollment = Columns 4, 6, 8, and 10  
Divided by Column 12

RACIAL/ETHNIC DISTRIBUTION OF FULL-TIME  
SPECIAL EDUCATIONAL SERVICES PERSONNEL EMPLOYED IN  
NEW JERSEY PUBLIC SCHOOL DISTRICTS  
BY COUNTY  
SEPTEMBER 28, 1979

COUNTY	WHITE*		BLACK*		HISPANIC		AMERICAN INDIAN/ ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		TOTAL SPECIAL ED. SERVICES PERSONNEL EMPLOYED	MINORITY** SPECIAL ED. SERVICES PERSONNEL AS % OF COUNTY TOTAL
	SPECIAL ED. SERVICES PERSONNEL EMPLOYED	% of Total Special Ed. Services Personnel in County	SPECIAL ED. SERVICES PERSONNEL EMPLOYED	% of Total Special Ed. Services Personnel in County	SPECIAL ED. SERVICES PERSONNEL EMPLOYED	% of Total Special Ed. Services Personnel in County	SPECIAL ED. SERVICES PERSONNEL EMPLOYED	% of Total Special Ed. Services Personnel in County	SPECIAL ED. SERVICES PERSONNEL EMPLOYED	% of Total Special Ed. Services Personnel in County		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Atlantic	329	86.4	46	12.1	5	1.3			1	0.3	381	13.6
Bergen	1,319	96.6	39	2.9	4	0.3	1	0.1	3	0.2	1,366	3.4
Burlington	476	91.0	44	8.4	1	0.2	1	0.2	1	0.2	523	9.0
Camden	711	85.7	103	12.4	12	1.4			4	0.5	830	14.3
Cape May	141	95.9	6	4.1							147	4.1
Cumberland	212	83.1	34	13.3	7	2.7	1	0.4	1	0.4	255	16.9
Essex	1,066	75.3	318	22.5	26	1.8			5	0.4	1,415	24.7
Gloucester	331	93.2	23	6.5			1	0.3			355	6.8
Hudson	607	85.4	67	9.4	33	4.6	1	0.1	3	0.4	711	14.6
Hunterdon	161	98.8					1	0.6	1	0.6	163	1.2
Mercer	429	81.9	87	16.6	7	1.3			1	0.2	524	18.1
Middlesex	957	93.1	57	5.5	11	1.1	1	0.1	2	0.2	1,028	6.9
Monmouth	749	93.2	48	6.0	4	0.5			3	0.4	804	6.8
Morris	779	98.1	13	1.6					2	0.3	794	1.9
Ocean	527	96.9	11	2.0	3	0.6	1	0.2	2	0.4	544	3.1
Passaic	651	87.6	58	7.8	29	3.9	4	0.5	1	0.1	743	12.4
Salem	126	92.0	10	7.3	1	0.7					137	8.0
Somerset	381	94.5	17	4.2	1	0.2			4	1.0	403	5.5
Sussex	220	99.5			1	0.5					221	0.5
Union	792	85.4	114	12.3	16	1.7			5	0.5	927	14.6
Warren	150	100.0									150	0.0
Total	11,114	89.5	1,095	8.8	161	1.3	12	0.1	39	0.3	12,421	10.5

\*Not Hispanic Origin

\*\*% County Minority Enrollment = Columns 4, 6, 8 and 10  
Divided by Column 12

CERTIFICATED PERSONNEL ENTERING AND LEAVING  
NEW JERSEY PUBLIC SCHOOLS  
BY COUNTY AND POSITION DURING  
THE PERIOD OCTOBER 1, 1978 AND SEPTEMBER 28, 1979

COUNTY	ADMINISTRATORS & SUPERVISORS		CLASSROOM TEACHERS		EDUCATIONAL SUPPORT SERVICES		TOTAL	
	ENTERING	LEAVING	ENTERING	LEAVING	ENTERING	LEAVING	ENTERING	LEAVING
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Atlantic	20	27	315	316	78	60	413	403
Bergen	73	77	960	1,166	215	227	1,248	1,470
Burlington	35	43	717	794	69	99	821	936
Camden	25	39	702	825	142	145	869	1,009
Cape May	14	16	153	146	30	35	197	197
Cumberland	12	15	292	301	54	62	358	378
Essex	111	108	1,258	1,605	248	200	1,617	1,913
Gloucester	22	29	332	377	83	115	437	521
Hudson	70	48	806	726	196	142	1,072	916
Hunterdon	13	13	121	144	28	24	162	181
Mercer	59	54	501	462	105	69	665	585
Middlesex	48	69	1,043	1,159	163	149	1,254	1,377
Monmouth	75	91	766	845	109	111	950	1,047
Morris	36	40	643	721	119	86	798	847
Ocean	57	30	560	500	108	75	725	605
Passaic	51	50	597	646	130	91	778	787
Salem	19	19	118	132	23	32	160	183
Somerset	31	34	426	452	85	76	542	562
Sussex	20	16	196	181	32	29	248	226
Union	61	67	841	852	161	148	1,063	1,067
Warren	8	7	148	143	36	19	192	169
TOTAL	860	892	11,495	12,493	2,214	1,994	14,569	15,379

## **SECTION II**

### **NON-CERTIFICATED STAFF INFORMATION**

## NON-CERTIFICATED STAFF

This section contains three (3) tables reporting data on non-certificated staff personnel. The tables report data by support service program areas, the number of professional and non-professional personnel, the racial/ethnic distribution of full-time (non-certificated) staff, and the full-time equivalent (FTE) of all non-certificated support services personnel.

Table XII shows that of the 42,576 full-time non-certificated support services personnel the majority (41,486) were reported in the non-professional category. There were 1,090 professionals in the non-certificated support services group.

Of the eight (8) support services program areas, business services accounted for 24,505 (57.5 percent) of the non-certificated support personnel. School administration and instructional services combined, accounted for 27 percent of all non-certificated support personnel.

Table XIII is a racial/ethnic distribution of full-time non-certificated support services personnel. Of the total number of full-time non-certificated support staff, 18.1 percent were "minority". Of the non-certificated group 6,678 (15.6 percent) were Black, 949 (2.2 percent) were Hispanic and there were 97 personnel in the two remaining categories.

Of the total number of full-time non-certificated support staff, 27,172 (63.8 percent) were female and 15,404 (36 percent) were male.

Table XIV is a composite of the full-time equivalent of all non-certificated support services personnel. Column ten (10) shows that of the 50,360.2 full-time equivalent staff 57.4 percent were assigned to business services, 15.0 percent to instructional services and 11.1 percent to school administration. The remainder were reported in general administration, pupil services, community services and "other". The full-time equivalent of part-time non-certificated staff at the time of the report was 7,784.2.

Comparison of Selected Non-Certificated Staff Data

<u>Item</u>	<u>1978-79</u>	<u>1979-80</u>
Total Full-Time Non-Certificated Staff	43,100	42,576
Racial/Ethnic Distribution:		
White	35,168	34,852
Black	6,866	6,678
Hispanic	991	949
American Indian/ Alaskan Native and Asian or Pacific Islander	75	97

**FULL-TIME EQUIVALENCY OF FULL-TIME  
NON-CERTIFICATED SUPPORT SERVICES PERSONNEL  
BY PROGRAM AREA AND COUNTY AS OF  
SEPTEMBER 28, 1979**

COUNTY	SUPPORT SERVICES PROGRAM AREAS								TOTAL FULL TIME NON- CERTIFI- CATED PERSONNEL	PERSONNEL CATEGORY	
	GENERAL ADMINIS- TRATION	BUSINESS SERVICES	CENTRAL SERVICES	SCHOOL ADMINIS- TRATION	INSTRUC- TIONAL SERVICES	PUPIL SERVICES	COMMUNITY SERVICES	OTHER SERVICES		PRO- FESSIONAL	NON-PRO- FESSIONAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Atlantic	65.0	819.8	22.5	128.5	243.3	44.5	3.0	40.4	1367.0	51.0	1316.0
Bergen	329.5	2133.0	50.5	568.0	436.5	211.0	4.0	32.5	3765.0	140.0	3625.0
Burlington	133.9	1716.1	34.5	271.5	432.5	98.5	6.0	92.0	2785.0	38.0	2747.0
Camden	143.0	1816.0	26.0	376.5	755.0	144.5	52.0	115.0	3428.0	86.0	3342.0
Cape May	42.5	417.0	6.0	65.5	105.0	27.0	7.0	14.0	684.0	9.0	675.0
Cumberland	60.0	559.8	21.0	112.9	191.0	44.7	1.0	9.6	1000.0	11.0	989.0
Essex	160.5	2843.0	100.0	567.0	638.0	185.5	51.0	605.0	5150.0	244.0	4906.0
Gloucester	75.0	907.0	20.0	143.0	211.0	60.0	1.0	19.0	1436.0	5.0	1431.0
Hudson	141.0	1147.0	15.0	370.0	349.0	92.0	34.0	17.0	2165.0	33.0	2132.0
Hunterdon	27.5	390.0	6.0	86.5	100.0	34.0	0.0	11.0	655.0	6.0	649.0
Mercer	131.9	1092.7	28.4	229.0	492.0	64.0	7.0	52.0	2097.0	45.0	2052.0
Middlesex	107.0	1920.8	65.2	423.9	367.0	156.9	31.2	28.0	3100.0	88.0	3012.0
Monmouth	212.8	1639.2	51.5	398.5	348.5	143.5	1.0	38.0	2833.0	68.0	2765.0
Morris	148.0	1567.5	27.5	330.0	291.5	95.3	1.2	11.0	2472.0	58.0	2414.0
Ocean	152.0	1492.0	25.0	227.0	240.5	119.5	2.0	144.0	2402.0	20.0	2382.0
Passaic	222.5	1245.0	36.0	197.0	316.5	68.5	5.0	137.5	2228.0	66.0	2162.0
Salem	33.0	322.0	0.0	67.0	63.0	18.0	0.0	11.0	514.0	10.0	504.0
Somerset	61.0	691.5	20.5	152.5	171.0	59.5	2.0	23.0	1181.0	29.0	1152.0
Sussex	69.5	346.5	7.0	77.0	115.5	39.5	1.0	2.0	658.0	17.0	641.0
Union	139.5	1240.5	52.5	397.5	331.5	100.5	4.0	17.0	2283.0	48.0	2235.0
Warren	23.5	198.6	1.9	62.0	68.3	16.7	0.0	2.0	373.0	18.0	355.0
<b>TOTAL</b>	<b>2478.6</b>	<b>24505.0</b>	<b>617.0</b>	<b>5250.8</b>	<b>6266.6</b>	<b>1823.6</b>	<b>213.4</b>	<b>1421.0</b>	<b>42576.0</b>	<b>1090.0</b>	<b>41486.0</b>

TABLE XIII

**RACIAL/ETHNIC DISTRIBUTION AND SEX OF  
FULL-TIME NON-CERTIFICATED SUPPORT SERVICES PERSONNEL  
BY COUNTY  
AS OF SEPTEMBER 28, 1979**

COUNTY	RACIAL/ETHNIC DISTRIBUTION					Total Full-Time Non-Certificated Staff	Minority ** as Percent of Full-Time Non-Certificated Staff	SEX	
	White	Black *	Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander			MALE	FEMALE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Atlantic	987	350	30			1,367	27.8	380	987
Bergen	3,543	172	35	4	11	3,765	5.9	1,632	2,133
Burlington	2,491	266	19		9	2,785	10.6	860	1,925
Camden	2,337	897	190		4	3,428	31.8	1,115	2,313
Cape May	618	62	3		1	684	9.6	199	485
Cumberland	788	131	73	1	7	1,000	21.2	250	750
Essex	2,650	2,370	117	3	10	5,150	48.5	1,986	3,164
Gloucester	1,304	124	7	1		1,436	9.2	372	1,064
Hudson	1,738	290	133		4	2,165	19.7	839	1,326
Hunterdon	655					655		225	430
Mercer	1,497	559	37	1	3	2,097	28.6	666	1,431
Middlesex	2,887	150	59		4	3,100	6.9	1,134	1,966
Monmouth	2,509	292	28		4	2,833	11.4	1,129	1,704
Morris	2,411	43	15		3	2,472	2.5	957	1,515
Ocean	2,308	71	20	1	2	2,402	3.9	912	1,490
Passaic	1,789	319	107	6	7	2,228	19.7	874	1,354
Salem	442	65	7			514	14.0	152	362
Somerset	1,097	67	12		5	1,181	7.1	382	799
Sussex	654	1	2		1	658	0.6	232	426
Union	1,781	445	53		4	2,283	22.0	988	1,295
Warren	366	4	2		1	373	1.9	120	253
<b>TOTAL</b>	<b>34,852</b>	<b>6,678</b>	<b>949</b>	<b>17</b>	<b>80</b>	<b>42,576</b>	<b>18.1</b>	<b>15,404</b>	<b>27,172</b>

\*NOT HISPANIC

\*\*SUM OF COLUMNS 3, 4, 5 AND 6 DIVIDED BY COLUMN 7.

**FULL-TIME EQUIVALENCY OF ALL  
NON-CERTIFICATED SUPPORT SERVICES  
PERSONNEL BY PROGRAM AREAS  
AND COUNTY AS OF  
SEPTEMBER 28, 1979**

COUNTY	SUPPORT SERVICE PROGRAM AREAS								Total FTE of Non- Certificated Personnel
	GENERAL ADMIN- ISTRATION	BUSINESS SERVICES	CENTRAL SERVICES	SCHOOL ADMIN- ISTRATION	INSTRUC- TIONAL SERVICES	PUPIL SERVICES	COMMUNITY SERVICES	OTHER SERVICES	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Atlantic	67.0	883.1	23.5	131.8	246.1	47.9	3.0	47.4	1449.8
Bergen	384.3	2670.4	63.4	613.2	598.4	269.6	10.0	138.2	4747.5
Burlington	141.7	1832.7	35.8	277.8	473.5	107.9	7.2	130.0	3006.6
Camden	158.7	2252.0	26.0	394.2	1001.6	161.8	52.0	131.6	4177.9
Cape May	51.0	441.9	6.0	66.0	107.5	36.9	22.0	14.0	745.3
Cumberland	66.5	665.9	21.0	122.9	201.0	53.1	1.5	67.4	1199.3
Essex	169.5	3049.2	100.0	601.2	658.2	205.3	76.1	654.9	5514.4
Gloucester	77.0	981.4	20.0	144.9	239.4	68.2	1.5	31.6	1564.0
Hudson	146.1	1561.7	15.0	376.0	355.5	101.5	35.5	17.0	2608.3
Hunterdon	52.7	505.6	6.0	98.0	107.7	41.6		31.8	843.4
Mercer	138.6	1324.3	32.1	242.0	572.9	75.4	7.0	90.7	2483.0
Middlesex	118.3	2410.1	66.2	448.2	532.9	179.3	31.7	127.3	3914.0
Monmouth	228.5	1895.6	55.0	444.7	554.4	167.6	1.0	80.6	3427.4
Morris	185.1	1890.2	29.8	370.7	411.7	122.0	25.2	34.6	3069.3
Ocean	181.8	1628.5	26.0	255.5	286.0	141.5	4.0	195.5	2718.8
Passaic	337.6	1463.9	40.9	212.5	375.4	79.9	6.0	165.6	2681.8
Salem	38.4	363.3	0.4	70.0	69.3	24.1		23.8	589.3
Somerset	74.2	789.6	30.7	177.5	199.6	92.3	2.8	87.5	1454.2
Sussex	97.2	410.9	7.5	80.3	153.3	50.7	1.0	4.4	805.3
Union	190.8	1662.8	58.5	411.7	378.1	146.3	4.5	70.6	2923.3
Warren	30.5	236.6	3.5	64.7	76.0	22.6		3.4	437.3
<b>TOTAL</b>	<b>2935.5</b>	<b>28919.7</b>	<b>667.3</b>	<b>5603.8</b>	<b>7598.5</b>	<b>2195.5</b>	<b>292.0</b>	<b>2147.9</b>	<b>50360.2</b>
PERCENT STAFF EACH PROGRAM AREA	5.8	57.4	1.3	11.1	15.1	4.4	0.6	4.3	

## Glossary

Assignment: The specific group of activities for which a staff member has been given responsibility.

Attendance and Social Work Services: Includes non-certificated personnel who direct and manage; attendance services; pupil accounting services; social work services, etc.

Board of Education Personnel: Includes personnel employed in directing and managing the general operation of the board of education; board secretary; custodian of funds; election services; legal services; audit services, etc.

Business or Secretarial School: A non-degree granting, post-secondary institution offering courses of varying length in preparation for technical business occupations.

Certificate: The legal document giving authorization, from the New Jersey State Board of Examiners, to perform the services to which the person is assigned.

College (four year): A post-secondary institution offering a four year curriculum and empowered to confer a Bachelor's degree.

College (two year): A post-secondary institution offering a two year curriculum and empowered to confer an Associate's degree.

Data Processing Services: Directing and managing; programming services; machine operation services; data processing systems analysis, etc.

Degree: A title conferred by an approved college or university as official recognition for the completion of a course of study. (Only the highest degree conferred should be used in this report.)

Direction and Management of Personnel: Includes non-certificated personnel in planning, research, development, evaluation, information, staff, statistical and data processing services.

Directing and Managing Personnel: Includes non-certificated personnel engaged in purchasing, paying, transporting, exchanging, and maintaining goods and services for the local education agency.

Educational Media Services: Includes directing and managing; school library services; audio-visual services; educational television; computer-assisted instruction, etc.

Employment: Working full-time or part-time in one of the following categories cited in the Dictionary of Occupational Titles: Professional, Technical or Managerial; Clerical-Sales; Service; Farming, Fishing, Forestry and Related; Processing; Machine Trades; Bench Work; Structural; Miscellaneous.

Entering: The source from which a staff member new to the school or district was recruited.

Executive Administration Personnel: Includes personnel involved in staff relations and negotiation services; state and federal relations, and the secretarial or clerical staff, etc.

Experience: Whole years of professional, educational employment (excluding current year) in a public school, college or university.

Facilities - Acquisition and Construction: Includes directing and managing; land acquisition and development services; architectural and engineering services; educational specifications development; building acquisition; construction and improvement, etc.

Fiscal Services: Includes direction and managing; budgeting services; receiving and disbursing funds, payroll services; financial accounting; internal auditing; property account, bookkeepers and accountants, etc.

Food Services: Includes directing and management; food preparation and dispensing; food delivery and cafeteria and food service workers, etc.

Full-Time: The period of time in each day required for full-time certificated staff employment shall be the number of hours prescribed by the local board of education, but shall be not less than (4) clock hours.

Full-Time Equivalent: The amount of time for a less-than-full-time activity divided by the amount of time normally required for a corresponding full-time activity.

Guidance Services: Includes directing and managing and non-certificated counseling services; pupil appraisal services; information about vocational opportunities; pupil records; placement services, etc.

Health Services: Includes medical inspector; dental services; nursing services; screening for vision; hearing deficiencies, etc.

Improvement of Instruction: Includes personnel who direct and manage (non-certificated) staff training services; assist with instruction and curriculum development, etc.

Information Services: Directing and managing; internal information; public information; management information.

Instructional Aides: Persons performing a variety of non-instructional duties in the classroom with such things as setting up activities and assisting individual children.

Internal Services: Includes directing and managing; purchasing, warehousing, and distribution; printing and duplicating; publishing, etc.

Leaving: The reason for which a staff member left employment in the school or district.

Maintenance Services: Directing and managing; personnel who repair buildings and equipment and service the replacement of existing equipment; carpenters, plumbers, etc.

Non-Professional: Non-certificated personnel other than professionals. In many instances, the dividing point between the two is simply the amount of education required for the assignment. Broad general categories here will include: technicians, clerical employees, crafts and trades employees, vehicle operators and laborers.

Office of the Principal: Non-certificated staff providing support in the principal and assistant principal's office. This includes all clerical activities.

Operation of Plant Services: Directing and managing personnel care and upkeep of buildings; care and upkeep of grounds; care and upkeep of equipment. This includes custodians or building service workers and security services.

Part-Time: A certificated staff member whose total current assignments require less than his or her full-time services. A part-time staff member may be employed full-time for part of the school or academic year or part-time for part or all of the school or academic year.

Planning, Research and Evaluation: Directing and managing; development services; evaluation services; planning services; research services.

Professional: A person whose assignments require a high degree of knowledge and skills acquired through at least a Bachelor's degree (or its equivalent), but not requiring skills in the field of education. Some examples of non-certificated professionals are such school board employees as: accountants, architects, auditors, dietitians/nutritionists, engineers, attorneys, medical personnel, planners and researchers/statisticians.

Psychological Services: Planning and managing psychological services (if non-certificated) psychological testing services, etc.

Pupil Transportation Services: Service area direction; vehicle operation (drivers) monitoring

services; vehicle servicing maintenance.

Racial/Ethnic Groups: A staff member may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should be counted in more than one racial/ethnic category. The categories are: White, Not Hispanic Origin, Black, Not of Hispanic Origin, Hispanic, American Indian or Alaskan Native and Asian or Pacific Islander.

Rate: The total hourly, daily, weekly or monthly wage, to be paid for services rendered.

Residential Housing Services: Administrative personnel services by students or staff.

Salary: The total amount, specified by contract, to be paid for services rendered.

School Year: The "school year" begins on July 1 and ends on June 30.

Social Security Number: The unique identification number assigned to a person by the Social Security Administration.

Speech Correction and Audiology Personnel: Includes directing and managing and other personnel assisting in identification and appraisal of speech and hearing disorders.

Staff Services: Directing and managing; recruitment and placement; staff accounting in-service education; health services, etc.

Statistical Services: Directing and managing; statistical analysis service; statistical reporting, etc.

**APPENDIX**

**(SURVEY INSTRUMENTS USED TO**

**COLLECT STAFF DATA)**

REPORT OF CERTIFICATED STAFF EMPLOYED \_\_\_\_\_

FALL REPORT

SEPTEMBER 28, 1979

PAGE NO. \_\_\_\_\_

SIGNATURE OF REPORTING OFFICIALS ↑  
 PREPARED BY \_\_\_\_\_  
 PHONE \_\_\_\_\_ AREA CODE \_\_\_\_\_ NUMBER \_\_\_\_\_ EXTENSION \_\_\_\_\_  
 SIGNATURE - CHIEF SCHOOL ADMINISTRATOR \_\_\_\_\_  
 COUNTY SUPERINTENDENT \_\_\_\_\_  
 DATE \_\_\_\_\_

CO. CODE	COUNTY	DIST. CODE	DISTRICT			SCHOOL CODE		SCHOOL				TYPE		ASSIGNMENTS		MOBILITY		FEDERAL PROGRAM CODES	REMARKS
SOCIAL SECURITY NUMBER (1)	NAME			SEX AND RACE (5)	YEAR OF BIRTH (6)	EDUCATION		EXPERIENCE				CONTRACT RATE OR SALARY (13)	TYPE OF CERTIFICATE HELD (14)	ALL JOB CODES (15)	FULL TIME EQUIV (16)	MOBILITY		FEDERAL PROGRAM CODES (19)	REMARKS (20)
	LAST (2)	FIRST (3)	MIDDLE INITIAL (4)			DEGREE (7)	CREDITS (8)	THIS SCHOOL (9)	THIS DISTRICT (10)	NEW JERSEY (11)	TOTAL (12)					ENTERING (17)	LEAVING (18)		

REPORT OF NON-CERTIFICATED SUPPORT SERVICES PERSONNEL  
EMPLOYED BY NEW JERSEY PUBLIC SCHOOL DISTRICTS

DATE	DATE	County		District		School		Type								
		Code		Code		Code		Code								
ITEM	SUPPORT SERVICE PROGRAM AREAS EMPLOYING NON-CERTIFICATED PERSONNEL	TOTAL			TOTAL FULL TIME NON-CERTIFICATED PERSONNEL	NUMBER OF FULL TIME NON-CERTIFICATED PERSONNEL								ITEM	TOTAL PART TIME NON-CERTIFICATED PERSONNEL	
		Cols. 3 + 4 + 5 = Col. 6				COLUMNS 7 THRU 16 = COLUMN 6										
		PROFES- SIONAL	NON-PROFESSIONAL			WHITE *	BLACK *		HISPANIC		AMERICAN INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER			
(3)	OFFICE/ CLERICAL	OTHER	M	F	M		F	M	F	M	F	M	F	(17)	(18)	
	<b>A GENERAL ADMINISTRATION AREA</b>															
A1	Board of Education Personnel															A1
A2	Executive Administration Personnel															A2
	<b>B BUSINESS SERVICES AREA</b>															
B1	Directing and Managing Personnel															B1
B2	Fiscal Services Personnel															B2
B3	Facilities Acquisition & Construction Personnel															B3
B4	Food Services Personnel															B4
B5	Internal Services Personnel															B5
B6	Residential Housing Services Personnel															B6
B7	Operation of Plant Services Personnel															B7
B8	Maintenance Services Personnel															B8
B9	Pupil Transportation Services Personnel															B9
	<b>C CENTRAL SERVICES AREA</b>															
C1	Direction and Management Personnel															C1
C2	Planning, Research and Evaluation															C2
C3	Information Services Personnel															C3
C4	Staff Services Personnel															C4
C5	Statistical Services Personnel															C5
C6	Data Processing Services Personnel															C6
	<b>D SCHOOL ADMINISTRATION SERVICES</b>															
D1	Office of the Principal Personnel															D1
	<b>E INSTRUCTIONAL SERVICES</b>															
E1	Improvement of Instruction Personnel															E1
E2	Educational Library/Media Personnel															E2
E3	Instructional Aides															E3
	<b>F STUDENT SERVICES</b>															
F1	Attendance and Social Work															F1
F2	Guidance Personnel															F2
F3	Health Personnel															F3
F4	Psychological Personnel															F4
F5	Speech Correction and Audiology Personnel															F5
G1	COMMUNITY SERVICES PERSONNEL															G1
H1	OTHER SUPPORT SERVICES PERSONNEL															H1
	<b>I SIGNATURES OF REPORTING OFFICIALS</b>															
I1																I1
J1	TOTAL NON-CERTIFICATED PERSONNEL															J1

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\*Non-Hispanic





